

Partnerships Worksheet

This worksheet is designed to help you and your potential partners to form effective collaborations. Use this sheet to work with your partners to aid in creating your partnership, identifying your vision and mission, and building your partnership capacity.

**I. Creating Partnerships**

1. Who is actively involved our community of interest? \_\_\_\_\_

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\_\_\_\_\_

<b>Demographic</b>	<b>% of our community (See MICA or Community Profiles)</b>	<b>Potential partners working with the population</b>	<b>Leaders/contacts who are part of our partnership</b>
White			
Black/African			
Am. Indian/Alaska Native			
Asian			
Native Hawaiian/Pacific Islander			
Other Race			
Hispanic or Latino			
Male			
Female			
Under 15 years old			
15-24 years old			
25-44 years old			
45-64 years old			
65 & Over			
Persons below poverty			

2. Who are potential stakeholders in our community?

- a. Local government? \_\_\_\_\_
- b. Organizations? \_\_\_\_\_
- c. Health Services? \_\_\_\_\_
- d. Schools/Colleges? \_\_\_\_\_
- e. Businesses? \_\_\_\_\_
- f. Media? \_\_\_\_\_

- g. Concerned Citizens? \_\_\_\_\_
- h. Others? \_\_\_\_\_
- 3. Where are potential venues or forums we can use to convene stakeholders?  
\_\_\_\_\_  
\_\_\_\_\_
- 4. Who are potential partners referred by members of the community of interest?  
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\_\_\_\_\_

**II. Identifying the Vision and Mission for the Partnership**

- 1. What are the top 3 most important issues affecting health in our community of interest?
  - Issue #1: \_\_\_\_\_
  - Primary Goal: \_\_\_\_\_
  - Strategy: \_\_\_\_\_
  - Issue #2: \_\_\_\_\_
  - Primary Goal: \_\_\_\_\_
  - Strategy: \_\_\_\_\_
  - Issue #3: \_\_\_\_\_
  - Primary Goal: \_\_\_\_\_
  - Strategy: \_\_\_\_\_
- 2. What are the different criteria you and your partners considered when selecting your issues? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 3. Do we need to invite other partners to help us address our issues or goals? If so, who?  
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\_\_\_\_\_  
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**III. Building Partnership Capacity**

1. Who are the individuals, organizations, and institutions involved in our partnership?

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2. What is the demographic makeup of our partnership?

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3. What individual and organizational assets do our partners possess?

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4. Which organizations or individuals are most actively involved?

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5. Who regularly attends meetings/events?

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6. How do we define a “member”?

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7. Who do we consider to be “leaders” in our organization?

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8. How have we communicated our goals and missions to others outside our organization?

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9. How do we communicate between members?

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10. How have we engaged in shared decision making?

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11. What work is already happening in our community that addresses our issue or concern?

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12. What challenges has our partnership encountered?

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13. How can we prepare for these challenges in the future?

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